State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

<u>SPED 02-11</u>

MEMORANDUM

To: Superintendents, Charter Directors, and Special Education Directors of schools in Years 2-6
            of the Monitoring Cycle

From: Lynn Busenbark, Ph.D.
            Director of Program Support
            Exceptional Student Services

Date: September 12, 2001

Subject: Policies and Procedures Revisions

In January 2001, you received Memorandum #01-23 from Exceptional Student Services (ESS) outlining proposed changes in local education agency (LEA) policies and procedures as a result of feedback from the U.S. Department of Education (USDOE). At that time, you were alerted to the proposed changes and asked to hold off any formal action until we received assurance from the USDOE that the changes we proposed were sufficient.

Exceptional Student Services received notice of approval on August 17, 2001 of the proposed changes. The USDOE indicated several additional change requirements. The enclosed checklists delineate the policies and procedures required by Arizona Revised Statue 15-763 and by the USDOE. All changes from the original checklists used by ESS to accept LEA policies and procedures are marked with an underscore (for additions) or a lineout (for deletions). The margin is also marked with a vertical line where a change occurs.

As your LEA is in Year 2-6 of the monitoring cycle, you do not have to submit revised policies and procedures. However, you must implement the required changes and provide assurance to the ADE/ESS that policies have been approved and the procedures have been implemented.

All of the required changes are in the "procedures" rather than "policy" sections.   Please be aware that if you have made changes to either policy or procedure except those requested by the USDOE, you must submit those changes to the ADE/ESS for review.

Submission of the attached assurance by February 1, 2002 will ensure your eligibility to apply for FY 2003 federal IDEA funds in a timely manner. If you have any questions, you may contact me at (602) 542-4931 or your assigned specialist